

How to pay your 2016 rental registration fees on-line:

1. Go to this website link: <http://webpermits.coppelltx.gov/impactwebclients/permits/permitting.aspx>
2. Click on 'Contractors' and you will be directed to enter an access code. Enter 07342 and click NEXT.



3. Enter the permit number associated with your rental property (this is a permit number assigned to your rental property for the 2016 registration year and can be found in the box at the top, right-hand corner of your rental registration form). It will be two letters (RI) followed by 6 numbers and should be entered with the dashes (example RI-16-1234). Click NEXT.



4. Click 'Pay Permit Fees' and the next page will prompt you to enter your payment information.



5. Enter your credit card information – all fields. Click SUBMIT only once.



6. We will receive an email once the fees have been paid and we will then verify that we have received your registration form. Please remember, when paying on-line, you must either fax (972-462-5318), e-mail (inspect@coppelltx.gov) or mail (265 E Parkway Blvd., Coppell TX 75019) your completed registration form to complete the registration process. If you have any problems or questions with the process, please contact us at 972-304-3500.